

**Salary:**

Grade 4:15 (£24,933) – Grade 5:21 (£28,142) (Full year)

**Reports to:**

Site Manager

**Purpose of the Role:**

- To undertake efficient and effective maintenance and security of the school site to ensure the site is welcoming and safe for all users.

**Main Tasks and Responsibilities:**

- Monitor, operate and maintain appropriate site security, including being available to answer emergencies outside of regular working hours and liaising with alarm companies and emergency services and being a designated key holder;
- Maintain the school building including conducting repairs and improvements to ensure the school site is a safe and welcoming environment for students and staff through:
  - General carpentry;
  - General building works;
  - General plumbing;
  - Minor improvements;
  - Painting and decorating;
- Monitor and operate appropriate systems to ensure the most economical use of gas, electricity and water, making seasonal adjustments as required;
- Liaise with regular contractors (including Initial, ShredIt, Rentokil), ensuring they adhere to the correct site procedures;
- Carry out portering (including the moving of heavy furniture) and cleaning duties (including specialist cleaning) and litter picking around the site;
- Receive delivery of supplies, furniture and parcels and ensure their correct distribution;
- Perform duties in line with Health and Safety and COSHH regulations, including:
  - Reporting any near misses and Accidents via EvolveAccidentbook and to the Site Manager
  - Removing any faulty equipment from use and marking as 'out of use', and reporting to the Site Manager;
  - Being responsible for the coordination and undertaking of Portable Appliance Testing of relevant school equipment
  - Completing water temperature records;
  - Undertaking weekly system flushing;
  - Undertaking site safety daily walks including checking emergency exits are clear and there are no trip hazards around site, reporting any concerns to the Site Manager immediately;
  - Undertaking preparations and responses to extreme weather – e.g. gritting

**Main Tasks and Responsibilities:**

- Complete any appropriate records or documentation as required by the Site Manager;
- Regularly meet with the Site Manager to discuss the progress of jobs list;
- Prepare the Main Hall and other areas for assemblies, Open Evenings etc., including moving tables and chairs;
- To be on call throughout the course of the working day when on site for any issues arising;
- Perform basic upkeep of the school's minibus to ensure it is roadworthy and ready to be used by other staff, including:
  - Taking the vehicle for services, MOTs and repairs;
  - Following and completing the minibus checklist, involving but not limited to replenishing petrol, windscreen wiper fluid and changing headlight bulbs etc;
- Use the school minibus as and when required to:
  - Transport students to events and on day trips;
  - Collect relevant supplies and equipment;
- Operate necessary equipment to carry out duties, such as power tools, and powered stairclimbers;
- Undertake, as directed by the Site Manager, any necessary training related to the duties of the post, including Health and Safety sessions, working at height, moving and handling, security and Safeguarding;
- Ensure the facilities, including toilets, are kept clean and tidy at all times, including restocking of supplies;
- Covering cleaning staff duties for absence as and when required;
- Maintain good working relationships with staff and to co-operate with necessary changes to the daily work routines to assist the smooth operation of the school;
- Be committed to the safeguarding and promotion of the welfare of children and young people;
- Comply with the school's safeguarding procedures, code of conduct and health and safety procedures;
- Take part in duties as required and take on the role of a fire marshal during planned and unplanned fire evacuations;
- As required, open and close the school facilities during community lettings periods at weekends;
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters.
- Ensure the integrity of all data held in the school;
- Take part in regular training including termly cyber security awareness and role specific, such as Portable Appliance Testing and Manual Handling.

**Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.**

**Signed:****Date:**